



Guide for Blocked Accounts

At ULB

2024-2025

For visa applications and residence permit renewals.

Table of contents

What is a blocked account?	3
Amount of the blocked account	3
Solvency certificate	4
Transfer of your funds	4
Monthly payments	4
Application for a blocked account	5
To set up a blocked account, you will need to provide:	6
Steps of the process	6
CONTACT	7

What is a blocked account?

When applying for a visa or renewal of a residence permit for studies or orientation year in Belgium, a non-EU national must provide proof of sufficient financial resources to cover living, study, health care and repatriation expenses for the entire duration of his/her stay (academic year or quadrimester).

The proof of sufficient means of subsistence is provided by producing one of the following documents:

- a certificate of scholarship or loan
- [a commitment by a guarantor to take charge of the student](#) (called *Annexe 32*), validated by the Belgian embassy or consulate of your country of origin, or by the foreigners' service of your municipality if you already reside in Belgium. For more information, please [consult the website of the "Office des Étrangers"](#) or contact the Belgian embassy of your home country.
Beware that there are people who offer to act as guarantor in exchange for a sum of money. Never use this service, it is a fraud.
- a **"blocked account" certificate**: payment of a sum of money (minimum amount required x number of months of your stay in Belgium) into the bank account of the higher education institution in which you are registered, have been accepted to register or graduated.

The ULB now offers the blocked account service to all its students, future students and recent graduates.

Amount of the blocked account

The Belgian authorities (Office des Étrangers) set annually the minimum amount of sufficient means of subsistence that is required. For the academic year 2024-2025, the amount is set at **€ 803** a month.

Please note that the cost of living may be higher in Brussels. [You can check online to estimate the amount you will need.](#)

If you wish to stay in Belgium with family members who apply for family reunification, the monthly amount set by the Belgian authorities is **€ 2089,55**.

A non-refundable handling fee of €150 will be added to this.

Solvency certificate

This service allows you to obtain the **solvency certificate** necessary to apply for your visa or renew your residence permit.

You will receive the solvency certificate once the ULB has received the exact requested amount, which includes € 150 for administrative fees.

Please note that your solvency certificate does not include a Schengen-type travel and expatriation insurance (that might be needed for your visa application).

Transfer of your funds

Please be aware that all exchange and/or transfer charges are at the expense of the student, who thus needs to ensure that the exact amount will be deposited into the ULB's account.

NB: you may transfer funds to that account only if you have received and signed your Blocked Account Agreement.

Monthly payments

Once you have sent us the IBAN (bank details) of an account in euros in your name (a Belgian or European IBAN or an IBAN from a neo-bank like Revolut or Wise), the amount you have paid to the ULB (excluding administrative) is paid back to you in monthly instalments at the end of each month for the duration of your stay.

Indeed:

- Monthly payments are created and sent around the 25th of the month preceding the month they cover, and arrive in your account a few days later (for example, the transfer for November will be created and sent by October 25th).
- If you send us your IBAN before the 10th of the month, you will receive your first monthly payment at the end of the month, barring any technical hiccups. For example, if the IBAN is sent on October 9, the first instalment will be sent on October 25.
- Otherwise, you'll receive your late instalments at the same time, at the end of the following month. For example, if your contract starts in November and you send us your IBAN on

October 11, you will receive two instalments at the end of November (for November and December).

- You will receive your last monthly instalment at the end of the penultimate month covered by your blocked account, as well as any surplus you may have initially paid into the ULB account.

Please note that a **Belgian/European bank account is preferable**, but you can always open a neo-banking account (but this may lead to delays in receiving your monthly payments).

Please also be aware that opening a Belgian bank account can take two or three months, as you must first have a Belgian national number, which you will only obtain one or two months after your arrival in Belgium when you register with your municipality. Therefore, we recommend you bring enough money to support yourself during your first months in Belgium, as you will only receive your monthly payments once your Belgian account has been opened (you will receive several instalments at the same time).

Monthly payments are :

- Created around the 25th of the previous month
- Sent between the 25th of the previous month and the 1st of each month

For example: the monthly payment for October will be created on September 25 and sent between September 25 and October 1.

ATTENTION: These transfers may take a few days to reach your bank account.

Application for a blocked account

You can apply for a blocked account only online [HERE](#) (except for **family reunion** situations, for which, for the time being, you must send a message to blocked.account@ulb.be). You can start the application process **at any time in the calendar year**, but please be aware that the whole procedure takes **about three weeks** until you receive your solvency certificate.

To set up a blocked account, you will need to provide:

- For a **visa application** or for a **residence permit renewal** :
 - Passport
 - One of these documents for the 2024-2025 academic year:
 - Letter of admission to ULB.
 - Letter of registration at ULB.
 - "Acceptance letter" at ULB (this may be a conditional admission).
 - Certificate of registration for the medical/dental entry exam.
 - For young graduates: proof of successful completion of the previous year at ULB.

Steps of the process

1. Fill out the online **application form** and upload all requested documents.
2. After validation by our office, you will receive an e-mail containing your Blocked Account Agreement.
3. Print, date and sign your agreement, and transfer the amount stated in your agreement to the ULB account.
4. Upload the proof of payment and your agreement into the application tool via the **second form**.
5. As soon as **reception of your transfer** is confirmed by our Financial Department, you will receive an e-mail containing your Solvency Certificate.
6. Open a Belgian bank account (or an account with a neo-bank) in your own name, if you do not already have a bank account in Euros.
7. Enter the IBAN (bank account number) of your bank account in Euros and upload an official document from your bank showing your IBAN into the application tool via the **third form**.
8. Your instalments will start. For transfer times, please see above.
9. If ever you wish to cancel your blocked account, please send us an e-mail with the reason for cancellation to blocked.account@ulb.be. We will then inform the Belgian authorities that your solvency certificate is no longer valid.

CONTACT

If you have any questions, please contact us via the following email address only:

blocked.account@ulb.be

Always be sure to read this information page first as well as our guide which you will find at the end of this page, it may contain the answer to your question